



ANIMAL COMPLAINT LOG INSTRUCTIONS



Case Number _____
Code Officer Assigned _____
Phone Number _____

Upon receiving a complaint, a code case will be initiated and an informational letter sent to the animal owner. If voluntary compliance is not met, the complaining party must complete the following Animal Complaint Log as directed in order for the matter to proceed to a hearing. Note: Complaining parties must be willing to testify in open court.

- 1) This log must be legible, contain at least a weeks' worth of activity, be completed and returned to our office before we can proceed further.
- 2) Times and dates listed must be specific. Only document instances of barking that exceed 5 minutes in duration that is heard from within your residence.
- 3) Attempt to capture on audio or video recording at least one instance of the animal making noise for a minimum of 5 minutes. The recording must be made from within your residence.
- 4) Once the form is completed, return it to the Richland Police Department, 871 George Washington Way, Richland to the attention of the assigned Code Officer. Please submit your recording with the completed activity log.
- 5) It is imperative that documentation be completed and submitted to assist in confirming a violation exists.

RMC 7.03.340 Animals Disturbing the Peace

It is unlawful for any person owning or harboring an animal to allow or permit such animal to cause prolonged or continuous noise by frequent or habitual howling, yelping, barking or otherwise noisy conduct, which shall unreasonably interfere, annoy, injure or endanger safety, health, comfort or repose of others. An animal is harbored in violation of this section if, without provocation, it makes noise which can be heard continuously within an enclosed structure off its owner's property for more than five minutes and which annoys, injures or endangers the safety, health, comfort or repose of others.

Animal Complaint Log City of Richland

<i>Complainant's Name:</i>	<i>Animal Owner's Name (if known):</i>
Address:	Address of Animal:
Phone Number:	Description of Animal:

Date	Time Began	Time End	Did you observe the animal being provoked? (by car, person, another animal, etc?)	Were the animal owner's home?	Did you contact them?

I declare under penalty perjury under the laws of the State of Washington that the foregoing is true and correct. (RCW 9A.72.085). Signed at (City) _____, Washington. Dated, this _____, day of _____, 201_____.

Signature _____

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